

**APPENDIX 10-SUGGESTED EXAMPLE OF
AQUATIC FACILITY OPERATION MANUAL
AND
OTHER RISK/EMERGENCY MANAGEMENT ARRANGEMENTS
Group 2, 3 & 4 AQUATIC FACILITIES**

WATER BODY & OPERATIONAL MATTERS						
AQUATIC FACILITY Title & Address (Certificate of Compliance & Permit to Operate must be stored onsite & be available for inspection)	e.g. Group 4 Aquatic Facility					
LOCAL GOVERNMENT contact details	Phone:					
DEVELOPMENT MANAGER Name & contact details of person overseeing management of this property & aquatic facility	NAME: e.g. ACME STRATA MANGEMENT CONTACT: e.g.: Phone, Fax. email					
WATER TESTING PERSONS Name & contact detail of person/s responsible or nominated for doing the daily water testing/pool cleaning and maintenance & recording of results	Name: Mrs Doreen Jones Contact details: Unit 28, Sunshine Apartment Mobile Phone xxxxxxxxxx Name: Gardener Jack Contact details: Mobile Phone xxxxxxxxxx					
TECHNICAL OPERATOR Contact details of the qualified technical operator who can be contacted in the event of any water chemistry or other aquatic facility faults	NAME: e.g. Robins Pool & Spa Service (Keep copy of their Qualifications onsite) CONTACT: e.g.: Phone, Fax. Email					
WATERBODY ID/VOL & TARGET PARAMETERS Operating Parameter & Target Water Chemical levels e.g. <u>Outdoor pool 74000 ltrs</u> <u>Indoor pool 35000 ltrs</u> <u>Spa 1 (green) 5000 ltrs</u> <u>Spa 2 (blue) 5000</u>	Water tests per day	Required range Free Cl⁺ ppm	Required range pH	Is water Heated Y/N	Stabilizer Max. ppm	Frequency of filter backwash
WATER QUALITY CONTINGENCIES Actions in the event water testing reveals the operational parameters are not met	e.g. Water tester will place sign on the water body entrance advising “Closed for use. DO NOT USE” & make immediate contact with the Technical Operator about the fault for direction on correction procedures necessary.					
OPENING CONTROLS Opening hours & seasonal use controls	Daylight only, signage identifies hours of operation as “DAYLIGHT USE ONLY” Pool closed from 1 April – 1 October with “POOL CLOSED” signage placed on all entrances & all entrances locked					
RECORD KEEPING	Logbook is completed each time water is tested and when filters have been backwashed. Logbook is stored with the water test kit in the locked storeroom cupboard					

QUALIFIED PERSONS DETAIL

As prescribed by Section 6 in the Code
(The Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities)

Group 2, 3 & 4 facilities Required Technical Operator Qualifications	<i>WHO IS THE NOMINATED TECHNICAL OPERATOR FOR THIS AQUATIC FACILITY AS PRESCRIBED UNDER SECTION 6.2.7 OF THE CODE?</i> <i>A COPY OF THIS PERSONS QUALIFICATIONS MUST BE PERMANENTLY STORED ONSITE AND BE AVAILABLE FOR INSPECTION BY AN ENVIRONMENTAL HEALTH OFFICER</i>
Group 2 facilities Required Patron Supervision, Aquatic Rescue & Emergency Care Qualifications	<i>WHO HOLDS THE QUALIFICATIONS AS DETAILED UNDER SECTION 6.2.4 OF THE CODE?</i> <i>A COPY OF THIS PERSON/S QUALIFICATIONS MUST BE PERMANENTLY STORED ONSITE AND BE AVAILABLE FOR INSPECTION BY AN ENVIRONMENTAL HEALTH OFFICER</i>
Group 3 facilities Required Aquatic Rescue & Emergency Care Qualifications	<i>WHO HOLDS THE QUALIFICATIONS AS DETAILED UNDER SECTION 6.2.5 OF THE CODE?</i> <i>A COPY OF THIS PERSON/S QUALIFICATIONS MUST BE PERMANENTLY STORED ONSITE AND BE AVAILABLE FOR INSPECTION BY AN ENVIRONMENTAL HEALTH OFFICER</i>
Group 3 Risk Self Management ALTERNATIVE TO HAVING QUALIFICATIONS	<i>As an alternative to having personnel qualified in emergency care and aquatic rescue, the Code of Practice allows an Operator of a Class 3 aquatic facility scope to Manage their own risk and duty of care to patrons.</i> <i>Where the operator of a Class 3 aquatic facility chooses this option they must detail in their operation manual precisely how risk to patrons and the aquatic facility operator duty of care to patrons is otherwise managed, (e.g. only permitting competent swimmers, having persons with alternative qualifications, placing restrictions on behavior, adult supervision at all times, having a shallow facility, signage, electronic supervision etc.</i>
OTHER RISK/EMERGENCY MANAGEMENT ARRANGEMENTS	
TYPE OF DISINFECTION pH CONTROL AGENT USED	e.g. Liquid or Gas Chlorine, liquid acid, CO ₂ gas, Soda Ash
MATERIAL SAFETY DATA SHEETS (MSDS)	Keep copy of MSDS sheets for all chemicals &/or gas onsite at all times.
DOCEP LICENCE QUALIFICATIONS	Is staff qualified/trained in accordance with any DOCEP dangerous goods licence?
LIKELY RISK EVENTS & RESPONSES	Drowning, chemical spillage/escape, mishandling of chemicals, storage faults.
EMERGENCY CONTACTS	

NOTE:

A COPY OF THE OPERATIONS MANUAL (COMPLETED FOR EACH AQUATIC FACILITY) MUST BE PERMANENTLY STORED ONSITE AND BE AVAILABLE FOR INSPECTION ON REQUEST BY AN ENVIRONMENTAL HEALTH OFFICER.

[Appendix 10 - inserted 21 September 2009]